

Risk assessment Updated to include hazards related to virtual events e.g. Zoom workshops

Organisation name: Cambridge Quilters

Assessment carried out by: Jill Essex

Date of next review: May 2023

Date assessment was last reviewed: May 2022

The following points apply to anyone who attends a Cambridge Quilters event e.g. meetings, workshops, virtual events

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Actions	Who needs to carry out the action?	When is the action needed by?	Done
<p>Slips, trips and falls Doorways (rain), spillages, stock on floor, uneven surface, trailing cables</p>	<p>Members and visitors may suffer sprains, fractures or bruising if they trip over objects, such as materials, or slip on spillages and fall.</p>	<p>Door mats at entrance in wet weather. Floor in good condition. Good lighting in all areas. Materials displayed on tables or raised areas</p>	<p>Members to keep an eye on the area around the doorways, kitchen and hatch. Any spillages in the kitchen/hatch area to be cleaned up promptly. Cables should not cross the main footfall areas; if unavoidable, gaffer tape or rubber casings could be used over the cable</p>	<p>All members, particularly those using the kitchen and hatch areas.</p>	<p>From now on</p>	
<p>Contact with bleach and other cleaning materials</p>	<p>Members cleaning the kitchen area or hall before or after a meeting</p>	<p>Sponges, brushes and strong rubber gloves are provided and used in the kitchen.</p>	<p>Antibacterial wipes and disposable gloves provided to clean surfaces in the hall.</p>	<p>Any members involved in cleaning activities</p>	<p>From now on</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Actions	Who needs to carry out the action?	When is the action needed by?	Done
<p>Electrical Faulty building wiring, faulty electrical appliances.</p>	<p>Members and visitors could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc.</p>	<p>Members are encouraged to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use. Members should use equipment provided by the hall where possible</p>	<p>Members should ensure any electrical equipment of their own e.g. a sewing machine they bring into the hall is in good working order e.g. PAT tested</p>	<p>All member bringing electrical equipment to use in the hall</p>	<p>From now on</p>	
<p>Fire Faulty electrics, arson.</p>	<p>If trapped, members could suffer from smoke inhalation/burns.</p>	<p>Fire risk assessment is done by those letting the premises we use</p>	<p>Members to be made aware of the procedures for evacuating the building.</p>	<p>The committee member responsible for the meeting</p>	<p>From now on</p>	
<p>Manual handling Unloading display items and materials from speakers' cars</p>	<p>Staff may suffer strains from handling heavy/bulky objects.</p>	<p>Amounts lifted kept to manageable sizes.</p>	<p>Remind members that they should only lift and carry an amount which they can comfortably manage.</p>	<p>The committee member responsible for the meeting</p>	<p>From now on</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Actions	Who needs to carry out the action?	When is the action needed by?	Done
Hot liquids	Members could suffer burns if hot drinks are spilt directly on them	Hot drinks are usually only drunk at the beginning of a meeting or during a lunchbreak at a workshop	Remind members to take care when carrying hot drinks	The committee member responsible for the meeting	From now on	
Specialist craft equipment e.g. rotary cutters, irons, soldering irons, dyes and other chemicals	Members could cut themselves on rotary cutters, burn themselves on irons or inhale noxious chemicals	Members will already be aware that the blades on rotary cutters should be retracted when not in use and that masks should be worn when using soldering irons or chemicals such as bleach	Remind members of safe practice, particularly before using soldering irons or chemical substances which are less frequently used.	The tutor conducting the workshop. If they fail to do this they should be prompted by the committee member responsible for the meeting	From now on	
Sharp objects left on floor	Members or those using a hall after our group could tread on needles or pins and suffer puncture wounds	Members take care when packing up to check that they have not dropped anything	Remind members to take care both to avoid dropping sharp objects whilst working and to check the floor at the end of the session	The committee member responsible for the meeting	From now on	

Distractions at virtual events	Participants at a virtual event may be tempted to carry on sewing, cutting or ironing during demonstrations, leading to injuries such as sewing over a finger	The tutor conducting the workshop will set out a timetable for the day, making a distinction between sewing time and demonstration time	Ask the tutor to remind participants to stop sewing whilst watching demonstrations	The event organiser should discuss this with the tutor before the workshop	From now on	
Security at virtual events	There may be attempts by outsiders to gain unauthorised access to a virtual event	A waiting room is used on Zoom events so that only members or paying visitors are admitted	Ensure the meeting organiser has a current membership list. Ask members to ensure they use recognisable names e.g. not iPad3	The treasurer will supply the most recent list of members 24 hours before the event	From now on	
Invasion of members' privacy	Photos could be taken and used without permission	The tutor conducting a workshop will ask for permission to use photos at the start of the workshop	Ask the tutor if they wish to take photos and remind them if they do not ask permission	The event organiser should discuss this with the tutor before the workshop	From now on	
Exceptional circumstances e.g. a global pandemic	Members may e.g. contract a dangerous virus during a meeting	The current national guidance will be followed in addition to the guidelines for individual venues	Ensure guidelines are followed, both outside and inside the building	The committee member responsible for the meeting	From now on	